

VACANCY NOTICE

#2010-73

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

A091410

Description of Position	TITLE OF POSITION: Chief Referee - Board of Review	CLASSIFICATION CODE: 02582500
	SALARY RANGE: (138A) \$70670- \$80152	REFERENCE POSITION NO.: 1680-50101- #02359
	Labor & Training Board of Review	APPLICATION PERIOD: 09/21/10- 09/27/10
	DEPARTMENT DIVISION/SECTION/UNIT	No Grace Period
	Assignment(s) / Comments	
	Shift and Days: Non-Standard Hours- Monday-Friday	Job Location: 74 West Road, Hazard Building, Cranston
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No X	
General Information to Candidate	Name of Bargaining Unit Union: _____	
	There is * is not X a Civil Service List for this position See A/B or Both for Specific Instructions	
	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service <ul style="list-style-type: none"> • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations </div>	
	<div style="border: 1px solid black; padding: 5px; text-align: center; color: blue; font-weight: bold;"> E-VERIFY PROGRAM EMPLOYER </div>	
Statement of Duties	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	Reasonable Accommodations:	
	If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	Medical Information:	
	Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Minimum Education & Experience	DUTIES / RESPONSIBILITIES:	
	To manage and direct the operations of a unit engaged in conducting quasi-judicial hearings on cases arising from the application of laws, rules and regulations concerning unemployment and temporary disability insurance; and to do related work as required.	
Where to Apply	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Education: Such as may have been gained through: graduation from a college of recognized standing; and Experience: Such as may have been gained through: considerable employment in a position conducting hearings and rendering decisions in regard to the application of the laws and regulations. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. EMAIL, OR MAIL YOUR RESUME OR CS-14 APPLICATION TO:	
	Betsey Porter Department of Administration Office of Human Resources, 3rd Floor General Government Service Center One Capitol Hill, Providence, RI 02908	Telephone #: 401-222-5721 EMAIL: betseyp-resume@hr.ri.gov TTY/TDD #: # 711 (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: CHIEF REFEREE - BOARD OF REVIEW

Class Code: 02582500
Pay Grade: 38A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To manage and direct the operations of a unit engaged in conducting quasi-judicial hearings on cases arising from the application of laws, rules and regulations concerning unemployment and temporary disability insurance; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction with considerable latitude to exercise initiative and independent judgement.

SUPERVISION EXERCISED: Plans, organizes and reviews the work of professional technical, and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate and supervise the operation of an appeals unit engaged in conducting quasi-judicial hearings on cases arising from the application of laws, rules and regulations pertaining to unemployment and temporary disability insurance.

To be responsible for the scheduling and assignment of cases in such a manner as to insure a prompt and fair review of all contested determinations.

To be responsible for devising, implementing and evaluating practices and procedures which lead to greater efficiency, effectiveness and fairness.

To be responsible for monitoring and interpreting legislation and court decisions which affect the application of laws, rules and regulation of unemployment and temporary disability insurance.

To conduct hearings and render decisions on cases arising from the application of laws, rules and regulations concerning unemployment and temporary disability compensation.

To be responsible for assisting the Board of Review by scheduling cases and by advising members on the application of the relevant laws, rules, regulations and procedures.

To conduct training programs for staff members.

To assist in the preparation and execution of the unit's budget.

To coordinate unit activities with similar units in other states and with federal officials.

To serve as acting chairperson of the Board of Review in the absence of the Chairperson.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the Employment Security Act, Temporary Disability Insurance Act and related acts; a thorough knowledge of the Administrative Procedures Act which governs the conduct of such hearings; the ability to conduct hearings; the ability to plan, coordinate and supervise staff engaged in conducting quasi-judicial hearings; the ability to conduct hearings and render decisions; the ability to assemble, organize, analyze and evaluate facts presented or obtained in hearings; the ability to establish and maintain consistent interpretation and application of the provisions of the relevant laws, rules and regulations; the ability to establish and maintain effective working relationships with other officials and the general public and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing;
and

Experience: Such as may have been gained through: considerable employment in a position conducting hearings and rendering decisions in regard to the application of the laws and regulations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: May 15, 1994

Editorial Review: 3/15/03